

ADVISORY COMMITTEE TO THE OFFICE OF THE VICTIM ADVOCATE

Draft Minutes

2:00 P.M. - Wednesday, November 28, 2012

Garfield Meeting Room, Fifth Floor, 18-20 Trinity St. Hartford, CT 06106

Members Present Mike Lawlor, Emily Landers, Brenda Jones Barnes, Dawn Luddy.

Also present was Debra Mainville, Human Resources Specialist, Department of Administrative Services.

I. Welcome

The meeting was called to order at 2:15p.m. by Chairman Lawlor.

Mr. Lawlor welcomed Dawn Luddy, appointed to the Commission by Representative Cafero. He also briefly summarized the proceedings of the Commission to date and described the purpose of the meeting: to review resumes submitted to the Commission and to set a date to conduct interviews of selected candidates.

Ms. Luddy asked whether the two remaining appointments to the Commission had been made by Rep. Sharkey or Sen. McKinney. Chairman Lawlor explained that both legislators had been made aware of the appointments, but that neither had submitted a name.

Chairman Lawlor suggested that the Commission first discuss a date and time for a next meeting to interview selected candidates. The matter was discussed by all members. Wednesday, December 12, 2012 was suggested as a date convenient for all commissioners present. The Commissioners also discussed the proposed length of each interview. Debra Mainville suggested at least 30 minutes per applicant. The Commissioners agreed that 30 minutes was an appropriate time period for planning purposes.

II. Review of Applicants

Debra Mainville indicated that 52 applications had been received. 2 of the applications were received after the deadline. In the case of one, it was 1 minute late. In the case of the other, it was 2 minutes late.

The members discussed whether to consider the two late applications. After a brief discussion, Brenda Jones-Barnes moved to consider them. Dawn Luddy seconded the motion. The Commission voted unanimously to consider both applications. [Emily Landers abstained from the vote]

Chairman Lawlor noted for the record that the Commissioners were not aware of the names of the two late applications at the time the vote was taken.

Chairman Lawlor explained that further consideration of the applications would involve reviewing the actual resumes and cover letters.

At 2:40 pm Emily Landers moved that the Commission meet in Executive Session for the purpose of reviewing the applications, selecting applicants to be interviewed on December 12, and for development of questions to be asked of each candidate. Brenda Jones-Barnes seconded the motion. The members approved the motion unanimously, whereupon the Commission met in Executive Session.

At 5:00 pm Chairman Lawlor reconvened the meeting in public session.

The Chair explained that the Commission had selected ten applicants to interview on December 12. He indicated that he would notify each of the selected applicants and inquire whether they were still interested in the position and whether they would be available on December 12.

The Chair also explained that additional applicants may be interviewed if any of the ten were no longer interested in the position.

At 5:05 pm Chairman Lawlor adjourned the meeting.